



REQUEST FOR GRAVE OPENING AND CLOSING

FUNERAL HOME: _____

NAME OF DECEASED: _____

LOT OWNER: _____

CEMETERY: _____

GARDEN/SECTION: _____

LOT/TIER: _____ **SPACE/CRYPT:** _____

TYPE OF PLOT (CHECK ONE): SINGLE ☐ 4 GRAVES ☐ 8 GRAVES ☐

TO BE OPENED: _____
DATE DAY TIME

TO BE CLOSED: _____
DATE DAY TIME

OVERSIDED GRAVE: ☐ YES ☐ NO

SIGNATURE OF REQUESTOR: _____

***Please call 329-4688 to confirm receipt if this form is faxed to the City of Greenville.**

Grave Opening/Closing (M-F, 8am-5pm)	450.00	<input type="checkbox"/>	Wait Time	50.00/hour	<input type="checkbox"/>
Grave Opening/Closing (Weekends/Holidays)	480.00	<input type="checkbox"/>	Shrubbery Removal	50.00/each	<input type="checkbox"/>
Cremation Opening/Closing (M-F, 8am-5pm)	150.00	<input type="checkbox"/>			
Cremation Opening/Closing (Weekends/Holidays)	180.00	<input type="checkbox"/>			

Amount Received: _____ **Date:** _____

Approved By: _____

Phone numbers for weekend services – Please call Building and Grounds in this order:

1. Kevin Heifferon	378-5214	5. Kelly Wall	347-4881
2. Andre Green	378-5629	6. Ken Jackson	378-5587
3. Tim Perry	864-1302	7. Police Department	329-4300
4. Steve Cannaday	717-3301		

FOR STAFF USE ONLY

SIGNATURE

DATE _____

TIME

Job Assigned To			
Work Completed By			

Last updated 9/10/2014

City of Greenville Public Works Department
1500 Beatty Street
Telephone 252.329.4688
Fax 252.329.4535